

**Exit Interview**  
**For Employees Leaving an Office**

## **Exit Interview Questions for Employee Leaving an Office**

**Employee's Name**\_\_\_\_\_

**Office**\_\_\_\_\_

**Name and title of immediate supervisor**\_\_\_\_\_

**Name of office supervisor (if different than immediate supervisor)**\_\_\_\_\_

**Name and title of person conducting interview**\_\_\_\_\_

### **Part 1. Multiple Choice Questions**

Please rate the following topics on a scale of 5 (exceptional) to 1 (poor) and explain reason for the rating you give.

#### **1. Working Relationships**

\_\_\_\_\_ Morale

\_\_\_\_\_ Working relationships with peers

\_\_\_\_\_ Working relationship with immediate supervisor

\_\_\_\_\_ Opportunities to contribute to workgroup decisions and accomplishments

\_\_\_\_\_ Fairness in the way you were treated

#### **2. Recognition**

\_\_\_\_\_ Fairness of recognition and awards for your individual accomplishments

\_\_\_\_\_ Fairness of recognition and awards for team accomplishments that you were involved in.

\_\_\_\_\_ Career-enhancing and satisfying challenges

\_\_\_\_\_ Career advancement

3. Management and Organization

\_\_\_\_\_ Communications within office

\_\_\_\_\_ How well management's expectations were communicated to you

\_\_\_\_\_ How well management resolved problems and complaints

\_\_\_\_\_ Adequacy of guidance and assistance given to you to perform your job effectively

\_\_\_\_\_ Adequacy of advice and guidance provided to help you meet your career goals

\_\_\_\_\_ Management's concern for health and safety in the office

\_\_\_\_\_ Freedom to be creative and innovative

\_\_\_\_\_ How well management followed the Collective Bargaining Agreement

With regard to training:

\_\_\_\_\_ Availability of external training

\_\_\_\_\_ Quality of external training

\_\_\_\_\_ Availability of “in-house” training

\_\_\_\_\_ Quality of “in-house” training

\_\_\_\_\_ Availability of on-duty training time

4. On a scale from 5 (very important) to 1 (unimportant), please indicate the level of importance the factors below influenced your decision to leave this office:

Career enhancement \_\_\_\_\_

Rotating shifts \_\_\_\_\_

Management/employee relations \_\_\_\_\_

Office location \_\_\_\_\_

Family circumstances \_\_\_\_\_

Personal circumstances \_\_\_\_\_

Other (please describe) \_\_\_\_\_

5. Which of the above was the most important factor? Why?

## **Part 2 Open-Ended Questions**

6. What do you see as the office's strong points?

Is there room for improvement of the strong points?

7. What do you see as the office's weak points?

a. How serious are they?

b. What solutions/actions need to be taken ASAP to prevent further problems?

8. In the immediate supervisor's leadership and management style:

a. What are the strong points?

b. What are the weak points?

c. What needs improvement ASAP?

9. *Answer only if the office manager is not the immediate supervisor.*

In the office manager's leadership and management style:

- a. What are the strong points?
  
  
  
  
  
  
  
- b. What are the weak points?
  
  
  
  
  
  
  
- c. What needs improvement ASAP?

10. How can the management team better manage the office in your opinion?

What management tools are being underutilized?

Signature of interviewer \_\_\_\_\_